



WASHAKIE COUNTY SCHOOL DISTRICT #2

Jimmy Phelps
Superintendent

August 2016

Russ Budmayr
Principal

Principal's Corner

Hi Folks,

I'm sure excited about the upcoming school year. We have good teachers, good kids, and a wonderful community. This is definitely a recipe for success!

Throughout the summer, I received test results from our three major assessments: PAWS for 3rd-8th graders, MAP for our K-11 grades, and ACT results for our 11th graders. (We are still waiting for the testing results for our 9th and 10th graders; it's called the Aspire test.) Our scores were very positive and will be shared with you in more depth in the near future. In the subject areas tested - reading, math, science- we consistently score higher than the state and national average. This is most definitely a reflection of our outstanding students, their parents/guardians, our teachers, our School Board, and anyone else involved in our children's education. People value the importance of a solid education in this area and that is reflected

in the culture of our school. Congratulations!

While positive test scores are important, the entire school experience should encompass more than just test scores. As your principal, I want your child's total school experience to be positive. I want them to enjoy school, to smile a lot, to develop lasting friendships, to enjoy all the extracurricular activities we offer, and to benefit from positive role models. I want them to be happy. As I've mentioned before, there is no reason why school needs to be a negative experience.

That is why I encourage you, as parents, to continue to communicate with your child throughout the school year. Ask them about their classes, their teachers, their friends, their principal. If it's mostly positive- great. If it's becoming too frequently negative, let teachers, our counselor or me know about it. I am very confident we can address any concerns and reach a positive outcome. It's just so important that we com-

municate.

My experience over the years has taught me that good people, working together cooperatively for the right reasons, usually produce good results. We want to make your child's entire school year as enjoyable and productive as possible.

Hopefully you will be able to find all of the "Back to School" information you need in this newsletter. If you have questions, just call.

My door is always open to hear your comments and concerns. Or you can just stop in to visit. I truly enjoy talking with you.

Looking forward to a fantastic school year,
Mr. Budmayr

Reminder...

Please take notice of students at crosswalks and remember to stop whenever a bus has its lights flashing. Thank you for staying safe!

Back to School Night

Everyone is invited to the "Back to School Night" at the school on Tuesday, August 30th from 5-7PM. Please come and meet our new staff members, visit with returning staff and see your student's classroom. The CSO will provide ice cream treats and dinner will be provided.

School Times

The first day of school for students will be Wednesday, August 24th with buses running and lunch being served.

School begins at 7:58 AM and ends at 3:15PM Monday through Thursday and begins Fridays at 7:58 AM and ends at 12:55PM.

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Washakie County School District #2 announced its policy for free and reduced price meals for children unable to pay the full price of meals served under the National School Lunch Program. The office of WCSD #2 have a copy of the policy, which may be reviewed by any interested party. The following household size and income criteria will be used for determining eligibility. Children from households whose income is at or below the levels shown are eligible for free or reduced price meals.

Household Size	FREE MEALS – 130%					REDUCED PRICE MEALS -- 185%				
	Annually	Monthly	Weekly	Every Two Weeks	Twice a Month	Annually	Monthly	Weekly	Every Two Weeks	Twice a Month
1	\$15,444	\$1,287	\$297	\$594	\$644	\$21,978	\$1,832	\$423	\$846	\$916
2	\$20,826	\$1,736	\$401	\$801	\$868	\$29,637	\$2,470	\$570	\$1,140	\$1,235
3	\$26,208	\$2,184	\$504	\$1,008	\$1,092	\$37,296	\$3,108	\$718	\$1,435	\$1,554
4	\$31,590	\$2,633	\$608	\$1,215	\$1,317	\$44,955	\$3,747	\$865	\$1,730	\$1,874
5	\$36,972	\$3,081	\$711	\$1,422	\$1,541	\$52,614	\$4,385	\$1,012	\$2,024	\$2,193
6	\$42,354	\$3,530	\$815	\$1,629	\$1,765	\$60,273	\$5,023	\$1,160	\$2,319	\$2,512
7	\$47,749	\$3,980	\$919	\$1,837	\$1,990	\$67,951	\$5,663	\$1,307	\$2,614	\$2,832
8	\$53,157	\$4,430	\$1,023	\$2,045	\$2,215	\$75,647	\$6,304	\$1,455	\$2,910	\$3,152
For each additional family member, ADD	\$5,408	\$451	\$104	\$208	\$226	\$7,696	\$642	\$148	\$296	\$321

SNAP Benefits and Foster Children

Students that are in these two categories can be directly certified for free lunch and breakfast without completing a meal benefit income application. Contact the school and they will process your request. **POWER and FDPIR Power (non custodial)** Students that are in these two categories can be certified for free lunch and breakfast, after a meal benefit income application is completed by the adult. The adult must include the adult household member's signature and the appropriate case number. **Homeless and Runaway** Students are determined to be homeless or runaway by the school will receive free lunch and breakfast. Contact the school for more information.

Households not receiving SNAP, POWER or FDPIR benefits

Students can be eligible for free or reduced lunches and breakfasts by completing a meal benefit income application. It must include all members of the household and their income, the last four digits of the primary adult's social security number and signature. Forms can be obtained through the school. Information provided on the application will be used for the purpose of determining eligibility and may be verified at any time during the school year by school or other program officials. Applications may be submitted at any time during the year. Under the provisions of the free and reduced price policy, (title of determining official) will review applications and determine eligibility. Parents or guardians dissatisfied with the ruling of the official may wish to discuss the decision with the determining official on an informal basis. Parents wishing to make a formal appeal may make a request either orally or in writing to (name, address, and phone of the hearing official) for a hearing on the decision. If a household member becomes unemployed or if the household size increases, the household should contact the school. The household may now be eligible for benefits if the household's income is at or below the levels shown. The information provided by the household is confidential and will be used only for purposes of determining eligibility and verifying data unless specific written consent is given. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; 2) Fax: (202) 690-7442; or 3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Hot Lunch

Student meals are \$2.00 for K-6, \$2.50 for 7-12 and extra milk is \$.25. Breakfast tickets are available in the lunchroom for students wishing to purchase breakfast items. Cookies are \$.50 and other items cost \$.25.

The total cost for K-6 lunch for the month of August will be \$12.00 and \$15.00 for 7-12 for the month of August. Please make arrangements to pay for your child's meals the first day of school. By state law the school cannot extend credit, therefore, please help us by staying current on your student's bill.

The free and reduced lunch forms will be distributed to students the first day of school. Families who were on the free and reduced program last year are automatically eligible for thirty (30) days.

Welcome New Teachers!

Mr. Hauptman



Hi, my name is Ross Hauptman, and I am proud to be the new 4th and 5th grade teacher. I grew up on a ranch near the small town of Drummond in western Montana. I attended Montana State University before starting my teaching career in another small town, Highwood, MT. In Highwood, I taught 3rd and 4th grade for two years, and worked on a farm/ranch when I wasn't coaching middle school football, basket-

ball, and track. I love rural, aggie towns, and that is why I am very excited about this opportunity to be in the Ten Sleep community.

Whenever I am not teaching or coaching, I enjoy golfing, snowboarding, and staying on the good side of a horse. Beyond that, you might also catch me in a heated "conversation" over fantasy football. If you have any good book ideas, please let me know. I just finished a book on Red Cloud, and now I'm reading about the Johnson County War.

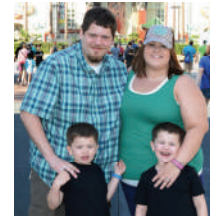
My Wyoming cousins have said many great things about Ten Sleep, and I am eager to find out for myself. I hope to meet all of you soon, and I can't wait to get started. Go Pioneers!

Ms. Lewton



My name is Kodi Lewton and I am thrilled to be joining the teaching staff of Ten Sleep School this fall. My family has a cattle ranch South of Ten Sleep, so I have spent the vast majority of my life in this town. I graduated from Ten Sleep High School in 2012 and began to pursue my dream of a degree in Elementary Education, a dream that I was able to achieve in December 2015 when I graduated from Chadron State College. I am so thankful for this opportunity and can't wait to get the school year rolling!

Mr. Weaver



I am from Jackson, Tennessee located 75 miles east of Memphis. I graduated from Jackson Central Merry High School and from Freed Hardeman University in Henderson, TN with a BA in Secondary Education with an emphasis in History.

I have a Master's Degree in Administration and Leadership from Carson Newman University. I have been an educator for five years, teaching at South Side High School in Jackson, TN. I have taught US History, US Government, and Economics. In addition to teaching, I have served as a district learning coaching, a member on the Tennessee Digital Learning Project which developed a digital curriculum in conjunction with Apple, and served at the state level evaluating and developing insurance plans for TN educators.

This past year I was awarded Jackson-Madison County Teacher of the Year. I am married to Ashley Weaver, who is also a teacher. She taught in Jackson, TN for 8 years. We have two 5 year old identical twin boys, Andrew and Daniel, who will be starting Kindergarten this year.



Notice to Parents

As a parent of a student in Ten Sleep School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it.

You have the right to ask for the following information about each of your child's classroom teachers:

- ◇ Whether Wyoming Professional Teachers' Standard Board (PTSB) has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ◇ Whether PTSB has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ◇ The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ◇ Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call Mr. Phelps at 366-2233.

NOTIFICATION OF RIGHTS FOR ELEMENTARY & SECOND- ARY STUDENTS

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that School Districts, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable

information from your child's education records. However, WCSD#2 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow WCSD#2 to include this type of information from your child's education records in certain school publications. Examples include: The annual yearbook; Graduation programs; and Sports activity sheets, such as football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want WCSD#2 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. WCSD#2 has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the in-

formation listed below.)

- ◇ Student's name, address and telephone listing
- ◇ Participation in officially recognized activities and sports
- ◇ Weight & height of members of athletic teams
- ◇ Date and place of birth
- ◇ Dates of attendance and grade level
- ◇ The most recent educational agency or institution attended.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with the respect to the student's education records. The rights are listed below.

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believe are inaccurate or misleading. They should write the School Principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or

eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notifi-

cation that it intends to forward records on request.)

The right to file a complaint with the US Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC

Home School

Parents who plan to teach their children at home during the 2016-2017 school year are reminded that Wyoming statutes require that a curriculum which is sequential and progressively organized for reading, writing, math, civics, history, science and literature must be submitted to the school superintendent in their home district prior to the approval of the home school.

Home school registration forms are available upon request in the Ten Sleep School office. Home schools are regarded as non-accredited schools in Wyoming and Washakie County School District #2 reserves the right to require appropriate testing or to use other means it deems appropriate for grade level placement upon entering district schools.

All home schooled students in our community are invited to participate in The Sleep sports and desired courses.

Middle School and High School students wishing to participate in sports are required to follow all the requirements set forth by the WHSAA. Home schooled students are also eligible to participate in appropriate activities funded through Federal Grants (Title I, Title II, Title IV, Title V, Title VI, Perkins and Special Education, IDEA).

Please contact Superintendent Jimmy Phelps for information on participation and/or planning of any of the listed programs and activities.

NOTIFICATION OF PESTICIDE USE

The Wyoming State Legislature has enacted notification requirements for applying pesticides to any building or real property used by a school district primarily used for the education of district students or property used by the district for activities or playgrounds in Wyoming Statute 35-7-375.

Notice shall be provided to the students, teachers, and staff not less than 72 hours before the application of any pesticide. The teachers shall furnish the information to the students by providing each student a copy of the notification.



Washakie County Fair

Congratulations to the Ten Sleep Sage Stompers as they put on an incredible showing at this year's county fair. There were a lot of blue and purple ribbons for agronomy, welding boards, and shop projects as well as in cake decorating, photography and canned goods.

Below are just a few of the results from this fabulous group of Young men and women:

<i>Aften Peterson</i>	<i>Grand Champion FFA Showmen</i>
<i>Skylar Tharp</i>	<i>Grand Champion FFA Showmen</i>
	<i>Grand Champion Market Goat</i>
<i>Brian Rice</i>	<i>Grand Champion FFA Showmen</i>
	<i>Grand Champion Intermediate 4-H Showmen</i>
	<i>Grand Champion Market Lamb</i>
	<i>Champion FFA Round Robin Showmen</i>
<i>Skylar Tharp</i>	<i>Reserve Grand Champion FFA Showmen</i>
	<i>Reserve Grand Champion Market Lamb</i>
<i>Zayne Cooper</i>	<i>Grand Champion FFA Showmen</i>
	<i>Grand Champion Intermediate 4-H Showmen</i>
<i>Walker Cooper</i>	<i>Grand Champion Junior 4-H Showmen</i>
	<i>Reserve grand champion market beef</i>
<i>Brody Tharp</i>	<i>Reserve Grand Champion FFA Beef Showmen</i>

As you can see, many will travel to state fair, which will be held in Douglas, WY later this month.

Library Corner

The Ten Sleep Branch Library will be resuming their fall/winter schedule. Starting Monday, Aug 22 the library will be open Monday through Friday from 8AM to 5PM and Saturday 9AM to 1PM. We observe all county holidays. All new students or residents are encouraged to stop by and get a library card. They are free!

Preschool story time will begin on Thursday, September 8th at 10AM. All children who are not in kindergarten are welcome to attend. It is a great time for parents, caregivers and kids to interact and enjoy the library. Age appropriate stories and crafts take place with our very energetic volunteer, Jessica Jackson.

This summer the Ten Sleep Library received the addition of a school clock and speaker system! We are very excited that we can now hear all announcements that happen at the school. This is another way to keep everyone informed, safe and best of all "on time" to classes as they visit us and return to the school throughout the day.

Another addition to the library are our "charging stations" for numerous electronic devices. This is a free service and you don't even have to have your cord! The station has multiple cord selections. Stop by and see how this may work for you.

The Ten Sleep Library will be providing after school services for students as a safe place to go if parents are not home. The details for this program are being finalized so watch for paperwork to come home with your student in the near future. Because of space constraints, be prepared for a different style of program than in years past. Although we will not provide tutoring, rest assured there will be time for students to accomplish their homework! We hope to begin this program in September.

COMPLIANCE NOTIFICATION

In compliance with the Executive Order 11246, Title II Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulations Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and all other federal, state, school rules, laws, regulations and policies, the Washakie County School District #2 shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates.

It is the intent of WCSD#2 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the school district.

Specific conditions of alleged discrimination under Title IX, (sex), Section 504 (disability) and other related civil rights laws should be referred to the Superintendent of Schools, P.O. Box 105, Ten Sleep, WY 82442; telephone (307) 366-2233. Complaints may also be filed with the Office for Civil Rights, Region VIII, U. S. Dept. of Education, Federal Building, Suite 310, 1244 Speer Blvd., Denver, CO 80204-3582 (303) 844-5695, TDD (303) 844-3417.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT

If your family lives in any of the following situations:

In a shelter, motel, vehicle or campground; On the street; In an abandoned building, trailer, or other inadequate accommodations, or double up with friends or relatives because you cannot afford housing.

- ◆ Your preschool-aged and school aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Your children have the right to:
- ◆ Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education provided other children.
- ◆ Continue in the school they attended before you became homeless.
- ◆ Attend school and participate in programs with children who are not homeless.
- ◆ Enroll in school without a permanent address.
- ◆ Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- ◆ Receive the same special programs and services, if needed, as provided to all other children served in these programs.
- ◆ Receive transportation to school and to school programs.

When you move, you should do the following:

Contact the school district liaison (Jimmy Phelps at 366.2233) for homeless education, for help in enrolling your child in a new school or arranging for your child to continue in his/her former school.

Contact the school to provide any information you think will help your child to adjust to new circumstances.

Ask the school liaison for homeless education for assistance with clothing and supplies, if needed.

Washakie County School District #2 School Board Minutes

June 13, 2016

The regular meeting of the Washakie County SD #2 Board of Trustees was called to order at 7:00 p.m. by Chairman Dan Rice. Present were board members Dan Rice, Terril Mills, Tessia Greet, Chuck Powell and Jane Thurston. Also present were Superintendent Jimmy Phelps, Business Manager Janet Collen and Administrative Assistant Neysha Lyman. Guests present were Jake Zent, Sandy Zent and Tracie Mitchell.

Pledge of Allegiance was led by Chairman Dan Rice. **Adopt Agenda:** Terril Mills made a motion to adopt the agenda. Seconded by Chuck Powell. Motion carried 5-0. **WSBA:** Terril Mills recognized Jane Thurston for service hours on the School Board.

Business (Consent Agenda Items):

Principal Report: Principal report was included in the packet.

Superintendent: Superintendent report was included in the packet.

Minutes of the May 9 and June 6, 2016 meetings were approved. Board members received copies of the statements and bills for review. Terril Mills made a motion to approve the consent agenda. Seconded by Chuck Powell. Motion carried 5-0. Authorization to pay the following vouchers: General Fund warrants #19561-19630 in the amount of \$511,954.90; Federal Fund warrants #3739-3750 in the amount of \$49,809.34; Major Maintenance Fund warrants #1198-1200 in the amount of \$74,682.63; Capital Construction Fund warrant #1015 in the amount of \$2,796.00; Hot Lunch Fund warrants #1330-1334 in the amount of \$22,547.98; Teacherage Fund warrants #1407-1409 in the amount of \$355.95; Activity Fund warrants #2513-2526 in the amounts of \$5,184.23.

Approved Prepaid Bills: General Fund warrant #19560 in the amount of \$716.14.

Approved Summer Worker Kelia Watson.

Approved Foreign Language contract with SVS for Spanish classes.

Approve to Advertise Budget Meeting and Publish in Required Medias.

Approved WSHAA membership.

Approved Bond for Superintendent.

Set Hot Lunch Prices: Student K-6 \$2.00; Student 7-12 \$2.50; extra milk \$0.25.

Business (Discussion/Action Agenda Items): Policy 3.37 Certified Vacation First Reading: Chuck Powell moved to approve Certified Vacation Policy 3.37 on First Reading. Seconded by Jane Thurston. Motion carried 5-0. **Bus Purchase:** Chuck Powell moved to approve the district purchase of a new 2017 Blue Bird Vision 42 passenger bus at a price of \$93,215.00. Seconded by Tessia Greet. Motion carried 5-0. **End of Year Budget Report:** Janet Collen updated the board and answered questions. Jane Thurston moved to approve the Budget Resolution as read. Seconded by Terril Mills. Motion carried 5-0.

Budget Carryover Motion for Depreciation Fund: Chuck Powell moved that all carryover funds above \$615,000 be placed into the Depreciation Reserve Account. Seconded by Tessia Greet. Motion carried 5-0. **Set Annual Budget Hearing Along with Regular Board Meeting in July:** Chuck Powell moved to set the Annual Budget Hearing Along with the Regular Board Meeting on July 19, 2016 with the regular meeting at 7:00 p.m. and the Budget Hearing at 8:00 p.m. Seconded by Tessia Greet. Motion carried 5-0. **Student Handbook:** Jane Thurston moved to approve the 2016-2017 student handbook. Seconded by Tessia Greet. Motion carried 5-0. **Executive Session:** Chuck Powell made a motion to go into Executive Session for land acquisition and personnel reasons at 7:38 p.m. Seconded by Tessia Greet. Motion carried 5-0. The Board reconvened at 8:50 p.m. Terril Mills made a motion to approve the executive session minutes as read in executive session. Seconded by Chuck Powell. Motion carried 5-0. **Land Acquisitions:** Chuck Powell moved to approve the Purchase and Sale Agreement for Real Property with Leroy Sayles. Seconded by Tessia Greet. Motion carried 5-0. Jane Thurston moved to approve the Letter of Intent to purchase property with Temple Lodge No. 20 AF & AM. Seconded by Terril Mills. Motion carried 5-0. Chuck Powell moved to approve the Letter of Intent to purchase property from Eric Wade Russell, Administrator of the Norman J. Compton Estate. Seconded by Tessia Greet. Motion carried 5-0.

2016-2017 Coaching: Tessia Greet moved to approve the following coaching assignments for the 2016-2017 school year: Head HS Volleyball – Desiree Egger, Assistant HS Volleyball – Sarah Shoopman, Head MS Volleyball – Brandi Boltz, Assistant MS Volleyball – Kodi Lewton, Head HS Football – Jake Zent, Assistant HS Football – TBD, MS Head Football – Ross Hauptman, Assistant MS Football – Dane Weaver, Head HS Girls Basketball – Sarah Novak, Assistant HS Girls Basketball – Halli Stocklin, MS Head Girls Basketball – Jake Zent, Assistant MS Girls Basketball – Sarah Shoopman, Head HS Boys Basketball – Ben Schwarz, Assistant HS Boys Basketball – Justin Waterworth, Head MS Boys Basketball, Justin Waterworth, Assistant MS Boys Basketball Sarah Shoopman, Head HS Track – Desiree Egger, Assistant HS Track – Brian Holiday, Head MS Track – Jake Zent, Assistant MS Track – Ross Hauptman, WSHAA Representative and Athletic Director – Russ Budmayr; pending certification for Brian Holiday, Sarah Shoopman, Ross Hauptman, and Dane Weaver. Seconded by Terril Mills. Motion carried 5-0.

Spanish Facilitator: Tessia Greet moved to hire Ms. Lorraine Taylor to facilitate the teaching of Spanish during the 2016-2017 school year. Seconded by Jane Thurston. Motion carried 4-0. Terril Mills abstained from the vote.

High School Student Council: Jane Thurston moved to accept Ms. Karen Loveland's resignation as the High School Student Council Advisor for the 2016 – 2017 school year. Seconded by Tessia Greet. Motion carried 5-0. Chuck Powell moved to hire Mr. Dane Weaver as the High School Student Council Advisor for the 2016 – 2017 school year. Seconded by Terril Mills. Motion carried 5-0.

July Board Meeting Agenda Items: Annual Budget Hearing, 3rd Wednesday at 8:00 p.m. Designate Depositories and legal rep. Designate newspaper of record. Board Goals. Second Reading Policy 3.37.

Meeting Was Adjourned: Chairman Dan Rice adjourned the meeting at 9:00 p.m.

The Annual Budget meeting of the Washakie County SD #2 Board of Trustees was called to order at 7:00 p.m. by Chairman Dan Rice. Present were board members Dan Rice, Terril Mills, Tessia Greet, Chuck Powell and Jane Thurston. Also present were Superintendent Jimmy Phelps, Principal Russell Budmayr, Business Manager Janet Collen and Administrative Assistant Neysha Lyman. Guests present were Paula Beck and Tracie Mitchell.

Pledge of Allegiance was led by Chairman Dan Rice. **Adopt Agenda:** Terril Mills moved to adopt the amended agenda with the additions of Item 4A – Map and PAWS testing results and Item 4B – WSBA Report and Awards. Seconded by Jane Thurston. Motion carried 5-0.

Reports and Recognition: Map and PAWS Testing Results: Mr. Budmayr and Mr. Phelps presented the district's results from last year to the board and answered questions. **WSBA Report and Awards:** Terril Mills reported on the summer WSBA meeting. He also presented Jane Thurston and Dan Rice with WSBA awards.

Business (Consent Agenda Items): Minutes of the June 13 and 20, 2016 meetings were approved. Board members received copies of the statements and bills for review. Chuck Powell made a motion to approve the consent agenda. Seconded by Tessia Greet. Motion carried 5-0. Authorization to pay the following vouchers: General Fund warrants #19643-19672 in the amount of \$107,188.87; Federal Fund warrants #3752-3755 in the amount of \$22,185.36; Major Maintenance Fund warrants #1201-1205 in the amount of \$36,430.00; Capital Construction Project Fund warrants #1016-1017 in the amount of \$19,984.00; Hot Lunch Fund warrant #1336-1337 in the amount of \$1,302.84; Teacherage Fund warrants #1410-1413 in the amount of \$1,008.88. Activity Fund warrants #2527-2529 in the amount of \$976.75. Approved prepaid bills: General Fund warrants #19634-19642 in the amount of \$189,393.37; Hot Lunch warrant #1335 in the amount of \$101.82; Activity Fund warrant #25260 in the amount of \$823.62.

Designation of Official Depositories: Pinnacle Bank, American National, Security First Bank of Cheyenne (bus purchases), WGIF and the Summit National Bank. Designation of Legal Representative: The office of Copenhaver, Kath, Kitchen & Kolpitche, LLC (Tracy Copenhaver).

Designation of Newspaper: Ten Sleep Tribune

Propane Bids: The district received three bids for propane for the school year 2016-2017. Tessia Greet made the motion to accept the bid by AmeriGas to provide our district with propane for the 2016-2017 school year at a price of \$0.85 per gallon. Seconded by Jane Thurston. Motion carried 5-0. **Policy 3.37 Certified Staff Vacation Second Reading:** Jane Thurston made a motion to approve second reading of Policy 3.37 Certified Staff Vacation. Seconded by Chuck Powell. Motion carried 5-0.

Budget Hearing: Budget Session started at 8:00 p.m. Jane Thurston moved to approve the Budget Appropriation and Levy Resolution: WHEREAS, on the 9th day of May, 2016 the budget officer filed with the Board of Trustees of Washakie County School #2 a tentative budget message for the fiscal year ending June 30, 2017 and WHEREAS, a summary of the budget was entered into the Board Minutes, and a notice of a public hearing on such budget together with said summary was published in the Northern Wyoming Daily News, a newspaper having general circulation in the county in which the district is located, on the 9th day of July 2016, and notice was posted in three conspicuous places in the district; and

WHEREAS, a public hearing was held concerning such budget on July 19, 2016 at 8:00 p.m., at which time all interested parties were given an opportunity to be heard. NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Washakie County School District #2 that such budget, as revised, if applicable, is hereby adopted and, subject to future amendments, is in effect for the fiscal year ending June 30, 2017.

BE IT FURTHER RESOLVED that the following appropriations are made as of and for the fiscal year ending June 30, 2017, and that those respective expenditures applicable to each department and fund shall be limited to the amounts hereby appropriated, subject to future amendment.

Appropriations: General Fund \$3,250,000.00 Special Revenue Fund 366,263.00 Teacherage 34,000.00 Capital Projects Fund 700,000.00 Major Maintenance Fund 180,000.00 Depreciation Reserve 100,000.00 Food Service Fund 121,600.00 Trust Fund (s) 32,621.00 Pupil Activity Fund (s) 55,000.00 Total Appropriations \$4,839,484.00

BE IT FURTHER RESOLVED that after deducting all available cash and estimated revenues, the following amounts must be raised through general taxation, and that such levies as are required to provide such amounts are hereby authorized as of and for the fiscal year ending June 30, 2017.

Amounts to be raised: General Fund \$681,607.00 Special Revenue Fund (s) \$ Debt Service Fund (s) \$ Capital Project Fund (s) \$ \$681,607.00 Seconded by Tessia Greet. Motion carried 5-0.

Chairman Dan Rice called the regular meeting back to order at 8:25 p.m.

District Strategic Goals: Mr. Phelps updated the board on the progress of last year's district strategic goals. Discussion followed. Board retreat was set for 7:00 p.m. on September 26th in the board room. **Land Acquisition:** Mr. Phelps updated the board on the progress of the purchase agreements on the 4 parcels of land. Jane Thurston moved to approve the Masonic Lodge purchase agreement as presented. Seconded by Terril Mills. Motion carried 5-0. **Executive Session:** Chuck Powell made a motion to go into executive session for personnel reasons at 9:14 p.m. Seconded by Tessia Greet. Motion carried 5-0. The board reconvened at 9:25 p.m. Chuck Powell moved to approve the executive session minutes. Seconded by Tessia Greet. Motion carried 5-0.

Personnel: Chuck Powell moved to hire Kyle O'Donnell as the Assistant High School Football Coach for the 2016-2017 school year, contingent on him successfully completing the necessary certification requirements and mandatory background checks. Seconded by Terril Mills. Motion carried 5-0. Terril Mills moved to accept the resignation of Richard Schulz, effective July 8, 2016. Seconded by Tessia Greet. Motion carried 5-0.

August Board Agenda Items: Review Open Enrollment Figures. Approve Isolation Requests. Approve Bus Routes.

Meeting Was Adjourned: Chairman Dan Rice adjourned the meeting at 9:32 p.m.

Ten Sleep School
PO Box 105
Ten Sleep, WY 82442
Phone: 307-366-2223
Fax: 307-366-2304
www.wsh2.k12.wy.us



CSO Meeting

Wanted: Community volunteer members to be involved with the CSO, Community School Organization, first meeting is Monday, August 22nd at 7:00PM at the school. Please join us.

Pictures

Say Cheese! School Pictures are scheduled for Thursday, September 8th starting at 8:00AM. Packets will be sent home as they become available. Preschoolers are scheduled to go first.

Pioneer Sports

HS Volleyball and Football practice are underway. Please remember sports physical paperwork.

MS Volleyball will begin Thursday, August 24th after school.

It is important that each athlete participates the first day of practice in order to have the required number of practices before the first game.

Box Tops

Boxtops for Education:

Please remember to turn in your box tops by October 30th.

If you do your shopping online, visit:

www.boxtops4.education.com

Attendance

A reminder that students will be allowed a total of 10 absences (excused or unexcused) per class per semester. Classes for elementary are defined as morning and afternoon session.

On the 11th absence per semester that a student accumulates, he/she will receive zeroes (O's) and lose credit in classes affected.

Fall Workers

Be part of the Pioneer action this fall by helping with announcing, score keeping and line judging.

Please stop by the office if interested.

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 	3	4	5	6
7	8 School Board Meeting 7PM	9	10	11	12	13
14	15 First Day HS VB Practice 6AM First Day HS FB Practice 6AM	16	17 New Hire Orientation	18 Teacher Work Day Staff BBQ 5:30PM	19 Teacher Work Day	20
21	22 Teacher Work Day First Day MS FB Practice	23 Teacher Work Day	24 <i>First Day of School</i> MS Volleyball Practice starts 	25	26 Red Friday HS Volleyball Big Horn HS Football at Kaycee 12:00	27
28	29	30 Back to School Night 5-7PM	31			



August 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
Chicken Chip Casserole Munchkin Muffins Peas Cottage Cheese Pineapple Milk	Sausage Biscuit Tri Patty Potato Veggie Sticks Apples Milk	Ham Baked Potatoes Corn Hot Rolls Mandarin Oranges Milk	Chicken Nuggets Kwik Koat Fries Green Beans Watermelon Milk	Beefy Nachos Lettuce Salad Refried Beans Peaches Milk
This institution is an equal opportunity employer				

SUPPLY LIST FOR TEN SLEEP SCHOOLS

KINDERGARTEN – Ms. Lewton

Scissors
5 Glue Stick minimum
Non marking tennis shoes to be left at school for P.E. Pillow for independent reading (pillow pets work great)
1 t shirt that can get messy for Art class
Clorox wipes
Box colored pencils
Box #2 pencils
Box crayons
1 folder
Backpack

FIRST GRADE – Ms. Boltz

Clorox wipes
Durable folder Scissors Markers Crayons
5 Glue Stick minimum
Colored pencils
Box tissues
#2 plain wood pencils
P.E. shoes to be left at school
Backpack
Pillow for reading

SECOND & THIRD GRADE – Mrs. Erickson

Water Bottle (to use in the classroom; need to keep our brains & bodies HYDRATED)
2 Standard Pocket Folders
2 Single Subject Notebooks
2 Boxes #2 Pencils
2 Large Pink Erasers
2 Glue Sticks
Non marking tennis shoes for P.E. to be left at school
Backpack

FOURTH & FIFTH GRADE – Mr. Hauptman

12 #2 pencils
2 Pink Erasers
2 Red Pens
1 Ruler with Centimeters & Inch Markings
Protractor & Compass
Scissors
2 Highlighters
4 Small Glue Sticks
1 Bottle Elmers Glue Colored Pencils Crayons
Pocket Folder
3 Notebooks wide ruled
Box of Tissues
Pencil Box
Markers are optional
Backpack
PE Shoes with non marking soles

SIXTH GRADE – Mr. Egger

Water Bottle (Need to Keep our Brains and Bodies HYDRATED)

2-Inch Three-Ring Binder (1) Loose-Leaf College Rule Paper

Tab/Subject Dividers (For Three-Ring Binder) Single Subject Notebooks (5)

Pocket Folders (5) Pencils

Pens (Optional)

Pencil Case (Optional but Useful)

1 Package of Index Cards

3 Packages of Assorted Colored Post-It Notes

Book Bag or Backpack

Non-Marking Tennis Shoes for P.E. (to be left at school) Locker Accessories*

For Art, students will also need a paint shirt and colored pencils and/or crayons to be used at home.

*Students will be using lockers this year, and while “locker accessories” are optional, they did seem to help students keep lockers organized.

Spanish K-6

1-Spiral notebook with perforated pages (80 + pages)

2-Glue Sticks

1-Basic Spanish/English Dictionary (Find the most economical one for age level)

Art

Elementary-Paint shirt, colored pencils or crayons for home.

Middle School- 11” x 14” Sketchbook, colored pencils for home, paint shirt

High School Art- Sketchbook, colored pencils for home, paint shirt

Pottery- Paint shirt- 3 ring binder

Social Studies – Mr. Weaver

1 inch Binder

Highlighters

Math – Ms. Novak

#2 or Mechanical Pencil

College Rule Loose Leaf paper

3.5 by 5 Note Cards (Geometry and Advanced Math only) Spiral or 3 ring Notebook (7th & 8th grade)

Book cover (jumbo size)

Compass, Protractor & Ruler (Geometry only)

2016-2017 Sport Schedules				
Pioneer Volleyball				
Day	Date	Opponent	Site	Times
Friday/Saturday	Aug. 26-27	Big Horn County Tourney	Away	TBA
Friday	Sept. 2	St. Stephens	Away	4:00/5:00
Saturday	Sept. 3	Arvada	Home	10:00/11:00
Saturday	Sept. 10	Hanna Invite	Away	TBA
Friday	Sept. 16	Dubois	Home	4:00/5:00
Saturday	Sept. 17	Burlington	Home	4:30/5:30
Friday	Sept. 23	Arvada	Away	4:00/5:00
Friday	Sept. 30	Meeteetse	Away	3:00/4:00
Saturday	Oct. 1	St. Stephens	Home	2:00/3:00
Friday/Saturday	Oct. 7-8	Kaycee Jamboree	Away	TBA
Friday	Oct. 14	Kaycee	Home	2:00/3:00
Saturday	Oct. 15	Meeteetse	Home	10:00/11:00
Friday	Oct. 21	Burlington	Away	3:00/4:00
Saturday	Oct. 22	Dubois	Away	4:00/5:00
Friday/Saturday	Oct. 28-29	Regionals	Away	TBA
Thurs., Fri., Sat.	Nov. 3-5	State	Away	TBA
Pioneer Football				
Day	Date	Opponent	Site	Time
Friday	Aug. 26	(4 Team Pre Season Scrimmage)	Kaycee	TBD
Saturday	Sept. 3	Hulett (HS plays first)	Home	12:00/2:00
Saturday	Sept. 10	St. Stephens	Away	12:00/2:00
Saturday	Sept. 17	Burlington	Home	12:00/2:00
Friday	Sept.23	Farson	Away	12:00/2:00
Saturday	Oct. 1	Little Snake	Away	12:00/2:00
Saturday	Oct. 8	Riverside	Home	12:00
Saturday	Oct. 15	Meeteese	Home	1:00
Saturday	Oct. 22	Dubois	Away	2:00
Pioneer HS Basketball				
Day	Date	Opponent	Site	Time
Friday/Saturday	Dec. 9-10	Upton Tournament (boys & girls)	Away	TBA
Thursday	Dec. 15	Rocky Mountain	Away	5:00/6:30
Friday/Saturday	Jan. 6-7	Big Horn Tourney (boys & girls)	Away	TBA
Wednesday	Jan. 10	Greybull (girls)	Home	6:00
Wednesday	Jan. 10	Greybull (boys)	Away	6:00
Thursday	Jan. 12	Riverside (girls)	Away	6:00
Thursday	Jan. 12	Riverside (boys)	Home	6:00
Friday	Jan. 20	Meeteetse	Home	5:30/7:00
Saturday	Jan. 21	Dubois	Home	12:00/1:30
Friday	Jan. 27	St. Stephens	Away	4:30/6:00
Saturday	Jan. 28	Arvada	Home	4:00/5:30
Friday	Feb. 3	Burlington	Home	5:30/7:00
Saturday	Feb. 4	Meeteetse	Away	12:00/1:30
Friday	Feb. 10	Dubois	Away	4:00/5:30
Saturday	Feb. 11	St. Stephens	Home	2:00/3:30
Friday	Feb. 17	Rocky Mountain	Home	5:30/7:00
Saturday	Feb. 18	Burlington	Away	4:00/5:30
Thurs., Fri., Sat.	Feb. 23-25	Regionals	Away	TBA
Thurs., Fri., Sat.	Mar. 2-4	State	Away	TBA

2016-2017 MS Sports				
MS Volleyball				
Day	Date	Opponent	Site	Time
Thursday	Sept. 1	Cloud Peak	Home	4:00
Thursday	Sept. 8	Greybull	Home	4:30
Friday	Sept. 9	Rocky Mtn	Home	2:00
Friday	Sept. 16	Greybull	Away	4:15
Saturday	Sept. 17	Meeteetse/Burlington	Home	9:00
Thursday	Sept. 22	Thermopolis	Away	4:30
Saturday	Sept. 24	Burlington/Rocky Mtn.	Away @ Burlington	11:00
Tuesday	Sept. 27	Worland	Home	4:30
Friday	Sept. 30	Meeteetse	Away	1:00
Saturday	Oct. 1	Cloud Peak/Meeteetse	Away @ Cloud Peak	9:00
Saturday	Oct. 8	Big Horn Tourney	TBD	TBD
MS Boys Basketball				
Day	Date	Opponent	Site	Time
Friday	Oct. 28	Burlington	Away	3:00
Saturday	Oct. 29	Meeteetse	Away	10:00
Thursday	Nov. 3	Cloud Peak	Away	4:00
Friday	Nov. 4	Rocky Mtn	Away	2:30
Tuesday	Nov. 8	Worland	Away	4:15
Thursday	Nov. 10	Thermopolis	Away	4:30
Saturday	Nov. 12	Meeteetse /Cloud Peak	Home	10:00/12:00
Friday	Nov. 18	Burlington	Home	5:00
Saturday	Nov. 19	Greybull	Away	9:00
Tuesday	Nov. 29	Rocky Mtn	Home	5:00
Thursday	Dec. 1	Greybull	Home	4:30
Saturday	Dec. 3	Big Horn Tourney	Away	TBD
MS Girls Basketball				
Day	Date	Opponent	Site	Time
Friday	Jan. 13	Meeteetse	Home	2:00
Saturday	Jan. 14	Rocky Mountain	Away	9:00
Friday	Jan. 20	Cloud Peak	Home	2:30
Saturday	Jan. 21	Greybull	Away	10:00
Tuesday	Jan. 24	Thermopolis	Away	4:30
Friday	Jan. 27	Burlington	Away	3:00
Saturday	Jan. 28	Rocky Mountain	Home	10:00
Friday	Feb. 3	Meeteetse	Away	2:00
Saturday	Feb. 4	Cloud Peak	Away	9:00
Friday	Feb. 10	Greybull	Home	4:15
Saturday	Feb. 11	Burlington	Home	10:00
Saturday	Feb. 18	Big Horn Tournament	Away	TBD

	Student Days	Teacher Days
1st Quarter	40	45
2nd Quarter	41	41
3rd Quarter	47	49
4th Quarter	47	50
Total Days	175	185

Ten Sleep Schools



2016-2017 School Year

- Important Dates

Aug. 18, 19, 20, 21 - Teacher Days

Aug. 24 1st Day of School

Sept. 5 Labor Day

Sept. 30 Teacher Work Day

Oct. 10 - 15 Homecoming

Oct. 17 Fall Festival

Oct. 21 End of Quarter 1

Oct. 24 Quarter 2 Begins

Oct. 27 Parent Teacher Conference

Nov. 23 Early Release

Nov. 24-27 Thanksgiving Holiday

Dec. 21 End of Q2/S1 **Early Release**

Dec. 23-Jan. 2 Christmas Vacation

Jan. 3 Teacher Work Day

Jan. 4 Quarter 3 Begins

Feb. 20 Presidents' Day -No School

Feb. 21 Teacher Work Day

Mar. 13 End of 3rd Quarter

Mar. 14 Quarter 4 Begins

Mar. 16 Parent Teacher Conference

Mar. 17 March Break

Mar. 20 Teacher Day

April 14-17 Easter Break

April 18 Teacher Work Day

May 21 Graduation

May 24 End Q4/S2

May 25 Teacher Work Day

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- Teacher Inservice/Workdays
No School for Students

Holidays/Breaks

Beginning and End
of Quarters/Semesters

Early Release Day

Parent -Teacher
Conference

Graduation



STANDARDTM RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at
<http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

